

Flora M. Laird Memorial Library in Myrtle Point is seeking an energetic student to participate in a paid Library Summer Internship. This internship invites a student to discover what they're interested in within the library, design a project to complete through the course of their internship, and work with community partners in and outside of the library.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Work with library staff on a variety of activities, programs, and outreach to the community.
- Work closely with Library staff to learn about various positions in the organization and how they support each other.
- Assist customers with library questions, program participation, and computer support.
- Performs general clerical work, shelving materials, and works with the circulation desk with related duties.
- Develop a meaningful library project, which will be completed through the course of the internship.
- Be comfortable sharing successes, challenges, opportunities through a prepared presentation.
- Work collaboratively with people from all backgrounds.

**SUPPLEMENTAL INFORMATION:**

This position requires the ability and desire to work with library patrons of all ages and abilities. To deal courteously with the public, and to work cooperatively with co-workers. Some basic knowledge of library principals is helpful.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

- Works primarily in an office or library environment. Outreach activities may take place outdoors.
- This position requires mobility.
- Occasionally lift and carry and heavy boxes of materials weighing up to 40 pounds.
- Manual dexterity and coordination are required over 70% of the work period while operating equipment such as computers and other standard office equipment.

Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirement for the job, the limitations related to disability and the ability of the City to accommodate the limitation.

The ideal candidate will have great interpersonal skills, be flexible with their time commitment, want to help their community, be interested in working in libraries and have sense of humor. We are looking for service minded individuals who are familiar with a fast-paced library environment.

Schedule: Part-Time 12-19 hours/week. Monday – Saturday.

Must be age 16-19 when applying.

*This project was made possible in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.*

*\*please note: To be considered, the applicant must be a High School Junior or Senior at time of application.*